

State of Hawaii
Executive Branch

INTERFACE TO PCARD TRANSACTIONS

The following describes the process departments may follow to download pCard transactions and generate a Summary Warrant Voucher (SWV) for payment to First Hawaiian Bank.

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POINTS OF CONTACT

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- First Hawaiian Bank
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SETUP TRANSMISSION OF PCARD TRANSACTIONS TO ICSD:

1. Verify your PC is networked to the state's NGN and able to establish connectivity to FTP server at ICSD.
2. Establish FAMIS pCard processing job.
 - a. E-mail to DAGS Accounting request to establish the pCard interface and FTP process.
 - b. DAGS Accounting to reply approval/denial of request (cc: to be sent to ICSD Systems and ICSD FAMIS Project Manager).
 - c. DAGS Accounting will submit S-1 to ICSD to request department be included in the process that summarizes pCard transactions into FAMIS expenditure transactions.
 - d. Provide ICSD FAMIS Project Manager:
 - (1) Folder name
 - (2) File name
 - (3) List of users that will be FTP'ing.
3. Obtain FTP Guidelines and Requirements from ICSD Systems.
4. Send FTP request to ICSD Systems. Information required is listed in the FTP Guidelines and Requirements document.
5. Purchase WS-FTP from Ipswitch. Install and configure FTP software. You will need IP address and assigned user-ids and passwords from ICSD.
6. Create a folder on PC or network for dept's mapper files.

ESTABLISH CONNECTIVITY TO PVS NET:

1. Contact First Hawaiian Bank.
 - a. Request existing pCard users access to PVS Net.
 - b. Request setup of mapper.

SETUP PVS NET ACCOUNT INFORMATION:

1. Utilize the mapper that was developed by DAGS (attached) to download all pCard transactions for the billing cycle from PVS Net.
 - a. Logon to PVS Net.
 - b. Under ADMIN, select Alloc Setup.
 - c. Fill in the description and length for each field as prescribed by the DAGS mapper.
 - (1) The Billing Statement Number should be Read Only, as this is the key that will determine how the summary warrant vouchers will be printed.

- (2) There should be at least two Billing Statement Numbers, one for the regular processing, and another for Protocol Fund transactions.
- (3) SAVE.

2. Enter the FAMIS UAC in the transaction allocation fields.

- a. Under ADMIN, select Transaction Valid Codes.
- b. Enter all valid UAC codes that will be used (billing statement number, fund, appropriation, department, and any other fields that do not change for that appropriation. Hint: do not enter the FY codes. Users may do this when they set up their preferences. Otherwise, each year the FY codes will need to be updated. Also, do not enter the object codes.
- c. SAVE.

NOTE: PVS Net does not edit transaction allocation fields. However, users may select the UAC or object codes in updating/revising their PVS Net transactions.

MONTHLY PROCEDURES

PCARD USER PVS NET TRANSACTION REVIEW:

Departments should set a deadline for updating/revising PVS Net transactions.

To minimize subsequent accounting adjustments, pcard users must make revisions to the PVS Net transaction file prior to the deadline.

Users may review and make revisions to their PVS Net transactions approximately two days after the pCard purchase is made.

1. Complete UAC codes
2. Add descriptions (for travel, indicate purpose of trip)

FISCAL PVS NET TRANSACTION REVIEW:

1. Run a Transaction Detail report for transaction posted for the billing period.
2. Verify that all UAC codes and descriptions have been filled in on PVS NET.
3. Review UAC codes for accuracy. If erroneous data is downloaded, departments will have to correct the transactions through online FAMIS.

DOWNLOADING PCARD TRANSACTIONS FROM PVS NET TO PC:

1. The transaction period parameters for the PVS Net download **MUST** match the billing period of the FHB statement.
2. Download the PVS Net transaction file to the department's PC 5 to 10 days after the close of the billing period (i.e. 4/15/04 to 5/14/04).
 - a. Select Reports (under USER).
 - b. Use the drop down menu to select Dept.'s Mapper.
 - c. Verify dates of transactions.
 - d. Change selected cards to Select All.
 - e. Select store the report for later access through the Report Log.
 - f. Enter a Name to identify the report.
 - g. Click on Run Report.
 - h. Report Log – Click on Search.
 - i. Look for the report name entered in 2.f., and click on Download.
 - j. SAVE in Dept's mapper folder.

TRANSFERRING (FTP) PCARD TRANSACTIONS FROM PC TO ICSD:

Transfer the PVS Net transaction file to ICSD (around 30th of month), using the FTP software.

1. WS_FTP Pro: Connect to Remote Host.
2. Highlight FAMIS FTP. Click Connect.
3. Non-Trusted Certificate. Click OK.
4. Login Information. Enter User Id and Password.
5. Click Connect.
6. WS_FTP Pro. Click on “...” to browse for Dept.’s mapper folder.
7. Highlight Dept.’s Mapper folder and click OK.
8. Highlight and drag file to be transferred from left side (Local system) to right side (Remote system).
9. Check bottom of screen to see if file was transferred.
10. On Remote system (right side), highlight file and click rename. Rename file to Dept.’s _____.txt.
11. When renamed, click Disconnect at bottom of screen and “X” out. Submit/fax ICSD work request (Job Name MBPI16__) to initiate job that will take PVS transactions and reformat them for FAMIS.
12. Verify that the pCard transactions transmitted matches the generated FAMIS transactions (number of transactions and amount total should agree) on the listing provided by ICSD. This process will also summarize the FAMIS transactions utilizing the uniform accounting codes (UAC) (statement #, fund, fiscal year, acct number, dept, object code, cost center, project # and project phase, activity) contained in the transactions.
13. Submit/fax ICSD work request (MPBU03__) to transfer transactions created in job MBPI16__ to FAMIS.
14. A SWV will be generated the following workday containing the summarized transactions and should agree to the amount on the FHB statement.
 - a. Departments may receive more than one SWV if more than one fund is being charged. SWV’s are limited to 14 transactions.
 - b. Submit the SWV along with the FHB statement to DAGS Accounting for processing. Request that the check for FHB be returned to the Department.
 - c. Ensure that the check and stub from the FHB statement is mailed and received by FHB before the statement due date.

TRANSACTION ALLOCATION

	Description	Length	Pos
1.	Billing Statement Number	7	1-7
2.	Fund	1	8
3.	Fiscal Year	4	9-12
4.	Appropriation Account	3	13-15
5.	Department	2	16-17
6.	Object Code	4	18-21
7.	Cost Center	4	22-25
8.	Project	6	26-31
9.	Project Phase	2	32-33
10.	Activity	3	34-36
11.	Optional 1	10	37-46
12.	Optional 2	10	47-56
13.	Optional 3	10	57-66
14.	Optional 4	10	67-76

1. To facilitate the entering of the above data elements into PVS Net, departments should do the following:
 - Create up to a maximum of 10 separate fields using the “Alloc Setup” option found under Administration on the main menu. Consecutive data elements can be combined into a single field. Example: fund, fiscal year, account and dept can be combined (G2004001M) and titled “Account”.
 - Enter as many of the above data element in the “Default Allocation” section using the “Card Maint” option found under Administration on the main menu. This will minimize the entering of data elements in the transaction allocation section on the purchase transaction.
2. The first 6 items above must be entered.
3. The billing statement number should be the same on all transactions if a department receives a single consolidated statement from FHB. If more than one statement is received, another number should be entered on the transactions to be included on the second statement.